



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



AMENDEND

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ Interested individuals who meet the stated requirements

Issue Date: May 27, 2022

Posting No.: 178-22

TITLE: Director, Office of Financial Management (Senior Executive Services) **SALARY:** \$140,500.00

LOCATION: Central Office, Office of Financial Management - Trenton NJ

JOB DESCRIPTION: Under the direction of the Assistant Commissioner, Division of Administration, in the Department of Corrections, organizes and directs the activities of a fiscal component, supporting of a major agency, division, or department having a total employee complement of over 25 subordinate fiscal staff. This component must include at least two of the following functional elements: budgeting, auditing, accounting, procurement, or finance.

A position in this category typically functions as a manager of an organizational unit, provides administrative support services for other units or departments, ensures that all administrative practices and processes throughout the Department are in compliance with Treasury rules/regulations and departmental internal controls, evaluates financial condition or status, monitors internal audit systems, manages the preparation of the department's annual operating and capital budgets, provides indirect oversight to the institutional business offices, and consults with vendors or contractors; does other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years professional experience in work involving fiscal management. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: A Master's degree in Public Administration or Business Administration, may be substituted for one (1) year of non-supervisory experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JUNE 13, 2022.

Forward Response To: Elizabeth Whitlock, Assistant Commissioner
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

**Emailed resumes are to be
sent only to:**

Bonnie.Lutz@doc.nj.gov